

## **REQUEST FOR PROPOSALS FOR ENGINEERING SERVICES**

The City of Houston requests proposals from qualified firms or individuals to provide engineering services for work related to an application for an infrastructure project with funding from: American Rescue Plan Act (ARPA) and/or other federal funding agencies. This Request for Proposal includes the preparation of a preliminary cost estimate to be used in the application and project engineering services if the project is awarded. You are invited to submit a proposal, in accordance with this request to the City of Houston, City Clerk, no later than 4:00 p.m. on January 3, 2023, at Houston City Hall, 120 East Madison Street, PO Box 548, Houston MS 38851.

The Engineer will be responsible for performing all engineering services through project closeout in accordance with federal, state, and local laws, regulations and policies. The scope of work includes but is not limited the following: 1) prepare preliminary cost estimate and preliminary engineering report; and if grant is awarded 2) prepare plans and specifications, 3) distribute bid documents, 4) assist in bid opening and prepare bid tabulation, 5) assist in the execution of construction contracts, 6) hold preconstruction conference, and 7) perform construction inspection including periodic reports to The City of Houston and approve all payment requests.

The City of Houston is an Equal Opportunity Employer. The City of Houston encourages Minority owned Business Enterprises (MBEs) and Woman owned Business Enterprises (WBEs) to submit proposals. The City of Houston also encourages Section 3 eligible businesses to submit proposals. Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 17010) requires, to the greatest extent feasible, that The City of Houston and its contractors that participate in the above referenced Program give opportunities for job training and employment to lower income residents of The City of Houston. Section 3 also requires that contracts for work in connection with the Section 3 area be awarded to Section 3 eligible business concerns.

All proposals must be submitted in a sealed envelope and marked with the following language: "Proposal for CDBG/ ARC Engineering Services." Proposals will be evaluated on the following factors: Qualifications, (40 points), Experience (40 points) and Capacity for Performance (20 points). To be evaluated properly, the following must be addressed in detail:

Qualifications – List of qualifications of person to be assigned to project;

Experience – Information regarding the firm's experience and the projects previously undertaken, including the type and amount of grants awarded, the projects activities, and the status of projects;

Capacity for Performance – Identify the number and title of staff assigned to provide services.

The City of Houston will evaluate each proposal. They may hold proposals for a period of not to exceed thirty (30) days for the purpose of reviewing the content of the proposals and investigating the qualifications of the firms and assigned individuals. The City of Houston reserves the right to reject and/or all proposals.

Subject to grant award and the removal of all environmental conditions, The City of Houston will award a contract with the qualified individual or firm whose proposal has the highest number of cumulative points issued by the selection committee and determined to be the most advantageous to The City of Houston, price and other factors considered. The contract will include scope and extent of work and other essential requirements. An individual contract will be executed for the awarded project and the contract will be on a fixed price basis. The City of Houston has the authority to terminate the selection at any time.



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**Please publish as a legal ad Wednesday December 14 and December 21, 2022.**

**Note: Please send certified proof of publication to:**

**Lisa Easley, Clerk  
City of Houston  
Post Office Box 548  
Houston, Mississippi 38851**

**Bill to: City of Calhoun City**